

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-506-12-1</i>	
1 FROM (Agency or establishment) Headquarters Defense Commissary Agency		DATE RECEIVED <i>11/10/11</i>	
2 MAJOR SUB DIVISION Departmental Offices		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Internal Audit Office		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE (804)734-8000,x48841	DATE <i>02-28-2012</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. West of AC/OERO</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11/07/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	TeamMate See Attached		

TeamMate

Background

The Office of Internal Audit, a Directorate of the Headquarters Defense Commissary Agency (DeCA) conducts and oversees the compliance of program audits, financial statement audits, information technology audits, contract audits, attestation engagements, and non-audit services. The purpose of these types of work is to improve quality, reduce cost, and increase integrity of DeCA operations. The work of the office is conducted in compliance with the standards and guidelines established by the Comptroller General of the United States, the Council of the Inspectors General on Integrity and Efficiency (CIGIE), the Department of Defense Office of Inspector General, other professional organizations, DeCA internal directives, and other regulatory guidelines.

Description

TeamMate is an audit management software application that is used to document and manage all phases of audit planning, fieldwork, and reporting. This includes organizing all required audit documentation while maintaining managerial oversight and control. The Office of Audit utilizes 9.1.1 version of TeamMate. The office began using the program in fiscal year 2006.

Inputs

TeamMate can accept text, Word, Excel, PDF, HTML, PowerPoint, and Outlook files as input. The sources of these files vary from auditees, websites, e-mail, paper, and reports.

Disposition TEMPORARY Destroy/delete after information has been entered and verified (GRS 20-2)

System Data

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Office of the Internal Audit staff enter reports, work papers, supporting documents, and other documents consisting of text, Word, Excel, PDF, HTML, PowerPoint, and Outlook files into projects that are created in TeamMate. All office audit projects, except for classified projects are stored in TeamMate. Classified projects are performed manually, outside of TeamMate. The information in TeamMate is both created and imported by Internal Audit staff assigned to TeamMate projects. This item also covers internal audit project records (including for classified projects) maintained outside of TeamMate by Office of Internal Audit staff or other Headquarters staff.

Disposition TEMPORARY Cut-off electronic and hardcopy files 5 years after final action or case closing, whichever is later, Destroy 5 years after cut-off. Supersedes items 95-1a and 95-2a [authority N1-506-02-2, items 5-9(1) and 5-10(1)]

Outputs

TeamMate reports can be generated to export text from a TeamMate project and Word, Excel, PDF, HTML, PowerPoint, and Outlook files within a TeamMate project. Report outputs from this system are infrequently performed by Office of Internal Audit personnel assigned to the project to meet an Office of Inspector General, legal counsel Freedom of Information Act request and the information in this system is not transferred or provided to other systems.

Disposition TEMPORARY Destroy after 3 years or when no longer needed for operational purposes, whichever is later (GRS 20, item 16)

System Documentation

Codebooks, records layout, user guide, and other related materials

Disposition TEMPORARY Delete/destroy when superseded or 5 years after the system is deactivated/obsolete, whichever is later (GRS 20, item 11a(1))